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**Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
**BOARD OF EXAMINERS OF SHEET METAL WORKERS**  
1000 Washington Street • Boston • Massachusetts • 02118

**JOHN C. CHAPMAN**  
UNDERSECRETARY OF  
CONSUMER AFFAIRS AND  
BUSINESS REGULATION

**CHARLES BORSTEL**  
DIRECTOR, DIVISION OF  
PROFESSIONAL LICENSURE

**Approved Meeting Minutes**

January 9, 2017

1000 Washington Street – Room C  
Boston, MA, 02118

The **Sheet Metal Examining Board** meeting opened at 7:30 am

The following members were present:

**Paul Moran – Chairman - Master Member**  
**Russell Bartash – Vice Chairman - Journey person Member**  
**Barbara Lagergren – Public Member**  
**Paul Meincke – Journey person Member**  
**Eric Pariseau – Master Member**  
**Daniel Walsh – DPS Representative**

The following members were absent:

**Michael Morales – DPL Representative**

The following staff members were present:

**Peter Kelly – Executive Director**  
**Charles Kilb – Board Counsel**  
**Frank Polese – Sheet Metal Inspector**  
**Charles Wolf - Sheet Metal Inspector**

1. The meeting came to order at 7:31 am.
2. The Chair informed those in attendance of emergency evacuation procedures.



3. The Board reviewed the following meeting minutes.

- Board Minutes – November 21, 2016

*Motion to approve by: B. Lagergren, Seconded by: R. Bartash – 5-yes, 1-abstention*

- Executive Session Minutes – November 21, 2016

*Motion to approve by: E. Pariseau, Seconded by: R. Bartash – 5-yes, 1-abstention*

- Education Sub-Committee Minutes – November 21, 2016

*Motion to approve by: B. Lagergren, Seconded by: P. Meincke – 5-yes, 1-abstention*

4. Board staff reviewed the upcoming Board meeting dates. Board member training will be rescheduled until February.

*No formal action required*

5. Board Counsel reviewed red-line edits to the Draft Distance / Correspondence Education Program Guide and application. With regards to the Program Guide, language will be added to reflect that courses approved by the Board will be subject to a full review after two years. With regards to the application, the Board discussed requiring a high school diploma in order to participate in the Distance / Correspondence Education Program since one would be required for licensure. In addition the Board members discussed noting that no credit will be given for work experience in Massachusetts before February 19, 2001 or after February 19, 2011. Board staff will incorporate these revisions and present a final draft to the Board for approval at the next available Board meeting.

*No formal action required*

6. Board Counsel reviewed red-line edits to the Board's guidelines for the issuance of credit for work experience and education in order to make it align with the new Distance / Correspondence Education Program. Like the Distance Program Outline, the members discussed noting that no credit will be given for work experience in Massachusetts before February 19, 2001 or after February 19, 2011. In addition, certain clerical changes were made to eliminate redundancies within the guidelines. Board staff will incorporate these revisions and present a final draft to the Board for approval at the next available Board meeting.

*No formal action required*

7. Citing no additional topics for discussion, at 8:43 am the Chair announced that the Board would need to enter into Executive Session per M.G.L. c. 30A, §21. The purpose of the Executive Session was to review the character and background of applicants. The Chair announced that the executive session would last approximately thirty minutes.

*Motion to enter Executive Session by: E. Pariseau, Seconded by: R. Bartash*

*Roll call Vote: P. Meincke - yes, B. Lagergren - yes, R. Bartash - yes,*

*E. Pariseau - yes, D. Walsh - yes, P. Moran - yes*

See Separate Minutes for actions taken during Executive Session.

8. The public meeting resumed at 9:25 am. The Chair announced that the Board would need enter into Investigative Conference per M.G.L. c. 112, §65C. The purpose of the Investigative Conference was to review the status of ongoing investigations. The Chair announced that the Investigative Conference would last approximately sixty minutes.

*Motion to enter Investigative Conference by: R. Bartash, Seconded by: E. Pariseau*

*Unanimously Approved*

9. The Public meeting resumed at 11:00 am to report on actions taken during Investigative Conference.

**2016-000116-IT-ENF** – *Follow-up Required – Unanimous*

**2016-000295-IT-ENF** – *Sent to Prosecutions – 5-yes, 1-no*

**2016-000296-IT-ENF** – *Sent to Prosecutions – 5-yes, 1-no*

**2016-000300-IT-ENF** – *Sent to Prosecutions – Unanimous*

**2016-000301-IT-ENF** – *Sent to Prosecutions – Unanimous*

**2016-000448-IT-ENF** – *Sent to Prosecutions – 5-yes, 1-abstention*

**License # 11978-SM-M1** – *Reinstatement of a revoked license request*

*Board Counsel to draft Consent Agreement - Unanimous*



10. The public meeting resumed at 11:08 am. The Chair announced that the Board would enter into Quasi-Judicial Session. The purpose of this session was to review and approve Final Decisions. The Chair announced that the Quasi-Judicial Session would last approximately fifteen minutes.

*Motion to enter Quasi-Judicial Session by: B. Lagergren, Seconded by: R. Bartash*

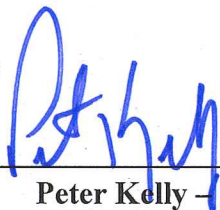
*Unanimously Approved*

11. The public meeting resumed at 11:15 am to report on actions taken during Quasi-Judicial Session.

**SM-15-042** - *Motion to accept Final Decision by: B. Lagergren, Seconded by: R. Bartash*  
*Unanimously Approved*

Meeting Adjourned at 11:16 am

Respectfully submitted by:



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**Peter Kelly – Executive Director**

Referenced Documents:

Meeting Agenda

Previous Meeting Minutes

Distance/Correspondence Education Program Guide (draft)

Application for Distance/Correspondence Education (draft)

Guidelines for Issuance of Credit for work experience and education earned outside the sheet metal profession (draft)